

Arena Concession Operation
Approved Activities, Goods, and Service

1) Hours of Operation:

September 1 to May 1 the Lessee shall operate the Canteen Monday to Sunday based on the business schedule provided by the Facility & Recreation Manager.

2) Term of Agreement: The term of this agreement will be from September 1, 2018 to May 1, 2020. The agreement may be renewed twice for a one-year period at the discretion of the Town. The agreement will not run for more than three consecutive years.

3) Special Events: The Canteen shall be opened for special events or unscheduled events on request for such additional hours as presented by the Facility & Recreation Manager or Clerk Administrator.

4) Special Events and Menu Planning: Dance banquets, service club events and sport group tournament receptions may be held during the year for the purpose of supporting community causes. These are not to be construed as canteen business or competitive with the canteen style operations. The Lessee will, however, be advised of such services in advance, and will be provided an opportunity to coordinate with the group proposing such activities and to plan menu items in advance. No other private commercial food service operation will however, be permitted to operate on site during the term of this agreement unless on contract to a community group for activities as noted above. Should the Lessee and event sponsor be unable to reach agreement for menu planning, the Facility & Recreation Manager will mediate further discussion prior to the proposed date.

5) Staffing: The Lessee shall ensure that all persons contracted or hired to deliver the goods and services associated with the Canteen operating are of legal working age and under adult supervision at all times. If in the opinion of the facility management the Canteen is inadequately staffed or supervised at any time with respect to providing prompt and courteous service to the public, facility management may order the lessee to promptly secure such personnel as may be required. Such additional personnel shall be secured as ordered at the sole expense of the Lessee.

6) Equipment: Minimum equipment requirements will include the following approved by the Algoma Health Unit:

Town to provide: Refrigerator and Freezer

Lessee to provide: Popcorn Machine, Coffee/Tea/Hot Chocolate Machines, Heating/Re-heating equipment

Some equipment is available and on site and may be used by the Lessee provided the Lessee undertakes full responsibility for all repair and maintenance costs for same including loss and damages incurred during the term of this agreement. No deep-frying equipment shall be permitted in the leased space.

Arena Canteen Operation & Services

- 7) **Merchandise and Services:** The following items shall minimally be made available for sale to the public and user groups:
 - a variety of soft drinks via cans.
 - coffee, hot chocolate, and other at the discretion of the Lessee
 - chips, chocolate bars and various confections
 - assorted sandwiches, deli foods, hotdogs, and fast foods.
 - vending machines may be provided for the public by the Town.

- 8) **Annual Cleaning:** May 2 of 2019 and 2020, the Canteen is to be emptied of all goods for a thorough cleaning. Goods may be returned to the Canteen on/after August 15, 2019 to complete the term of this agreement.

- 9) **Licenses/Regulations:** The Lessee shall provide the following in advance of conducting the food services:
 - proof of Business License;
 - proof of Liability Insurance (minimum of \$100,000.00 per occurrence)
 - proof of Algoma Health Unit inspection and approval.
 - sample of proposed menu listing
 - proof of WSIB Insurance

- 10) **Rent:** Is due on the 1st day of September, and each month following. Late payment will result in termination of this agreement.

- 11) **Uniform:** Staff are to appear tidy and professional. Grooming, hygiene, and attire should reflect a professional food-service area.

Proposed Monthly Rent: \$_____

Applicant:_____

Signature:_____

Contact Email: _____

Contact Phone:_____

Date: _____